

August 21, 2017 / 9:30 a.m. / Wooderson ROOM

**ATTENDEES** Brian, Jan, Albert, Lindsay, Julie, Jyl, Armina, Tracie, Tammara, Sarah

**Absent:** Holly, Marta

AGENDA w/ notes:

**New Business**

**1) SFY17 close out – issues/progress/reminders. 1099 review. Outstanding TDAs**

- a) Discussed our cutoff date internally to be 8/30/17. And IL 8/29 for last day. This allows federal funds to be ordered.
  - b) 1099 review – Albert reported this is done through July. He will review again last of August or early September to catch remaining payments through SFY17 close out.
  - c) Outstanding TDAs warehouse report is available in I/3 warehouse. FR062 includes tab for summary and tab for details. Passed around a print of the warehouse report for consideration on how to incorporate into our processes. We already have SFY17 cleaned up.
- 2) GAAP report info - timing needed on Appeal claims. Tammara sent spreadsheet for capture SFY17 claims we have on hand by end of 8/31/17 that are not entered in I/3 or IRSS. This is only for claims on hand at that point that are not processed, so if you are not sure of the exact amount to process you will mark estimate on the spreadsheet. Spreadsheet is in fiscal folder and last year's is available for reference (includes Dawn's edits/formatting used for submitting GAAP package).
- 3) I/3 approval levels process flow update - walk through the steps, including PRODs & Treasurer's emails on CRs- Jyl, Brian and Tammara
- a) General operating process: Processor applies two levels and then document goes to pre-audit worklist. Tammara can reject to document to processor directly. Tammara reviews entire schedule top before applying pre-auditor level approval. Brian does fourth (final) approval after CRs approved so nothing gets split up this way. Tammara covers anything Brian missed after 4 needing final agency approval. Albert/Armina are also on watch after Brian leaves at 1:00 on Fridays.
  - b) Some individuals get email when Treasurer's approves CR which helps so no need to periodically check I/3 for the approvals. Presently those individuals are users of federal draw down systems. If helpful to others, we can add users or request the email notification go to ASBfinancial email account.
  - c) PROD – Brian is putting CR document # on each PROD cover so pre-auditor knows what to watch for before providing email to SAE that we've approved PROD to run. Jyl shared she scans PROD and sets up email draft in ASBfinancial. After PROD is reviewed and scanned Jyl takes the PROD to Tammara to review with Control Book. Then Tammara returns the PROD to Jyl to hold until

CR is approved so then sends the email to SAE to run the PROD. Fiscal/shared/Jyl/scanned is folder Jyl set up for scans rather than scan to email. After a few days, Jyl deletes the scan. Armina would like set to folder and others may as well. Action for all is to notify Jan path you want added to a folder and Jan will give Steve a list of path and user to add for scanning documents.

- 4) Any progress to share with test using warehouse pending document report (FR045/46)? Not yet.
- 5) Questions to answer from Financial Managers' quarterly meeting. Trina and Jay wanted to understand better why departments do some things they have been seeing. Our answers in bold:
  - a) TA with TDA scanned and attached to TA document. Why do this? For Pre-audit? SAE doesn't need it. **Our discussion resulted with acknowledging IVRS doesn't do this. Good!**
  - b) Why are TDAs still open for August 2016? **IVRS has done well in keeping TDAs cleaned up and our oldest is July 2017.**
  - c) Why are a lot of TDAs created after the trip? (Jay reminded all that only authority to travel out of state is TDA with the Director's approval. It's a liability issue without director approval, meaning if injured then worker comp wouldn't approve it. **IVRS generally creates TDAs before trip. CBAO may have crossed over into Omaha and it's rare so may be just reminder to individuals when happens.**
  - d) Why do departments modify TDA line to zero? Trina suggests instead do a zero on final TP. TDA is estimate of cost so no need to modify to exact same amount. Financial Managers requested Trina make a list of what to do or a tool to help. **We don't do this as we understand the TDA is estimate.**
  - e) I/3 Team wants to know if users are having slow response or other issues? I/3 Team encourages users to contact them at the time something happens so I/3 can work to improve system responsiveness. Without users reporting I/3 Team doesn't know what issues users are encountering. **A couple staff mentioned screen freezes which makes them close out and re-enter data. Lindsay and Julie have had issues occasionally with vendor populate with TP. Encouraged taking time to contact I/3 during the next instance encountered.**
  - f) What do we think about ISU and U of I each want all payments to go to one address? Apparently representatives of both universities requested through Vendor Payment Portal that State of Iowa only use one address for payments. **IVRS uses U of I special address for medical records and tuition. Exams and MERs for DDS use one vendor code. ISU tuition and different tutoring. U of I personal assistant vendor code address says central payroll. Jan will feed back to DAS that we think we have valid addresses for various special purposes we pay to these two schools.**
- 6) Discussed briefly IVRS Employee Handbook includes a changed confidentiality statement for emails. Begin updating your confidentiality statement at the bottom of your emails to use this one.

Copied from page 31:

a. All IVRS e-mail communications shall contain a confidentiality statement at the bottom of each e-mail. IVRS staff shall use the confidentiality statement set forth in this policy and which is written below:

**Notice to Recipient: This electronic mail transmission, including attachments,**

may contain information from Iowa Vocational Rehabilitation Services (IVRS) that is privileged, confidential, or proprietary and may be subject to protection under the law, including the Health Insurance Portability & Accountability Act (HIPAA). This information is solely for the intended recipient(s). If you are not the intended recipient, you are notified that any review, use, dissemination, distribution, copying, or storing of the e-mail or its contents is strictly prohibited. If you have received this e-mail in error, please contact the sender immediately by replying to the e-mail and delete this message from your computer and system. Thank you for your cooperation.

Following items are tabled to another meeting:

- 7) ECM - naming conventions & records retention
- 8) Update on object code changes in IRSS for VR & DDS - Jyl

### **NEXT MONTH'S AGENDA to prepare for September 18**

- Financial tasks & backups spreadsheet?
- ECM - naming conventions & records retention
- ?